

JOB DESCRIPTION

Title:	Assistant Superintendent of Education Services – (Certificated)	Reports To:	Superintendent of Schools
Department:	Education Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input checked="" type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full-time	No. of Work Days:	261 Days
FSLA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input checked="" type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input type="checkbox"/> Confidential <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> CSEA 860 <input type="checkbox"/> Psychologist/Behavioral Specialist		

GENERAL SUMMARY OF DUTIES:

Give direction to and assumes administrative responsibility for the Education Services Department, which includes curriculum and instruction, assessment, professional development, student services, special education, English language development, secondary education, ROP, summer school and categorical programs. Able to coordinate and manage assigned activities in the other District departments and related agencies; and to provide highly responsible and complex administrative support directly to the Superintendent and as a member of the Superintendent's cabinet.

DUTIES OF THE JOB:

- Translate the District's educational philosophy, goals and objectives into action terms that directly benefit teacher and students of the District. *E*
- Work to improve the quality of educational services and programs for all students: provide District leadership to implementation of educational programs, practices and procedures; to ensure equity of educational experiences and opportunities for every student. *E*

**E – Essential Functions*

- Work cooperatively with leaders of other administrative programs in integrating and coordinating individual effort into a unified program for the district. *E*
- Provide direction and supervision over the various services provided: curriculum and instruction, assessment, professional development, pupil services, strategic planning, English language development and categorical programs. *E*
- Maintains District responsibility for establishing and maintaining systems to ensure equity and equitable learning outcomes for diverse learners. *E*
- Provide leadership to identify, develop and implement systemic administrative reform designed to support the District goals to improve achievement for all students and close the academic achievement gap; initiate development of new programs, instructional practices and strategies educational services for all students. *E*
- Plan, design, implement, evaluate and coordinate delivery of services, determine and implement appropriate changes and improvements to ensure effective, cost-efficient programs focused on closing the achievement gap and improving student achievement of all students. *E*
- Research and analyze administrative, fiscal and operational problems; review findings and implement solution.
- Assist the Superintendent in the determination of resource allocation and the levels of services according to established policy; oversee the preparation and execution of the budget for the Education Services Division. *E*
- Prepare and submit reports and other documents as requested by the Superintendent: oversees development and publication of other documents within the Educational Services Department. *E*
- Remain abreast of development and innovations in the field by reading current literature, attending professional association meetings, conferences and by discussing developments and issues of mutual interest with others in the field.
- Devise comprehensive and effective systems of record keeping in accordance with the needs of the District Office programs and the policies, regulations and laws affecting those programs. *E*
- Ensure that all educational programs and activities are operated within the limits and the interest of the state and federal laws. *E*
- Meet with a variety of Federal, State, regional and local officials regarding current and future police and procedural aspects of the education services, programs and functions assigned. *E*

**E – Essential Functions*

- Attend all regular meetings of the Board of Education; prepare board reports, and present reports to the board. *E*
- Serve as a member of the Superintendent's executive cabinet and attend all Superintendent's Cabinet meetings. *E*
- Develop, evaluate and make recommendations to the Superintendent regarding policies and procedures, governing the operation of the District's schools, special services, special projects, research and evaluation, and curriculum and staff development. *E*
- Select, train, supervise and evaluate staff. *E*
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

- Master degree from an accredited institution of higher education in education, psychology or related field
- Any combination that is equivalent to education that would provide the required knowledge and abilities in qualifying for the position.
- Curriculum and instruction experience.
- Staff development training experience.
- Research and evaluation experience.
- Teaching experience.
- Administrative experience.
- Experience in management positions with demonstrated results

KNOWLEDGE OF:

- Education code, administrative and board policy, federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility and bargaining unit contracts.
- Principles and practices of organizational management including personnel administration, administrative planning, organizational development, budgeting collective bargaining, purchasing and information processing.
- Funding sources for educational programs and the variety of related regulations, controls and reporting procedures.

ABILITY TO:

- Respond promptly to request of internal and external clients; provide them needed direction, assistance, training, materials and resources.
- Express ideas and concepts clearly and concisely in both oral and written form and can use language and medium appropriate to audience.
- Establish and maintain cooperative and professional working relationship with individuals, groups, public and private agency personnel.
- Motivate, challenge and guide others in the improvement of educational programs and district office services

**E – Essential Functions*

- Analyze data and situation(s); render judgment, make decisions and solve problems efficiently and effectively.
- Develop and administer budget(s) related to area(s) or responsibility; anticipate revenue and expenditure needs and changes.
- Plan, organize and conduct professional development activities; coordinate curriculum and instruction projects, conferences, events and activities.
- Oversee a wide range of educational programs and relate to the personnel associated with those programs; set standards and assist others in meeting those standards.
- Select, train, supervise and evaluate staff relative to program objectives; observe and document performance; design data-based improvement process.

SUPERVISES:

Classified and certificated employees as assigned.

PHYSICAL REQUIREMENTS:

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency		Activity	Frequency
Bend	1		Lift/carry 0-10 lbs	2
Twist	1		Lift/carry 11-25 lbs	2
Squat	1		Lift/carry 26-40 lbs	1
Kneel	1		Lift/carry 41-100 lbs	1
Climb	1		Stand	2
Reach above shoulder	1		Walk	2
Grip/Grasp	2		Sit	3
Extend/Flex Neck	1		Drive	2
Use Right Hand	2		Perform Repetitive Hand Motions	3
Use Left Hand	2		Keyboarding/Mouse Work	3
Ability to See	4		Ability to Hear	4

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

**E – Essential Functions*